

**DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF INSPECTOR GENERAL
VACANCY ANNOUNCEMENT**

Announcement No.:	OIG-00-AH-22
Position Title/Series/Grade:	Supervisory Auditor GS-511-14
Salary:	\$73,564 - \$95,629 per annum*
Hours Per Week:	40
Number of Positions:	One
Promotion Potential:	None
Area of Consideration:	VA OIG ONLY
Relocation Expenses:	Authorized
 Location:	 Office of Inspector General Office of Audit Chicago Audit Operations Division Chicago, Illinois
 Issue Date:	 July 31, 2000
Closing Date:	August 28, 2000
 Contact:	 Alex Hawkins (202) 565-5357

* Salary includes the 11.49% Locality Pay Adjustment for the Locality Pay Area Chicago-Gary-Kenosha, IL-IN-WI.

EQUAL EMPLOYMENT OPPORTUNITY

Actions to fill this position will not be based on discriminatory factors, which are prohibited by law.

DUTIES

Serves as an Audit Manager who manages the preparation and performance of surveys and audits including facility audits, program audits, follow up audits, audits of hotline allegations, financial audits, investigative assists, and special audits generated by high level Departmental officials or Congressional interests; manages the preparation and performance of comprehensive analyses and evaluations of VA field facilities and Central Office to assess the effectiveness and efficiency of financial operations and programs, to assess compliance with applicable laws, regulations and policies of management and financial processes, to assess the adequacy of internal control systems designed to achieve established objectives and prevent or deter fraud, waste and mismanagement, to render an opinion on the reasonableness and accuracy of financial statements, to determine the adequacy of accounting, financial and statistical data systems in reliably recording and reporting transactions, to determine whether financial and statistical data conform to data contained in client records and are used effectively, and to assess the adequacy of actions taken to improve deficiencies; performs a full range of supervisory duties; makes workload determinations; establishes controls which ensure that projects are conducted in conformity with established GAO and OIG standards of timeliness and quality; makes oral and written presentations to OIG managers, facility directors, and other interested parties discussing deficiencies and recommending corrective actions to improve operations and coordinates planning for audits of mutual interest with other Federal and state audit organizations; and performs a variety of special duties requiring a high degree of managerial and analytical expertise, as required including acting for the Division Director.

QUALIFICATION REQUIREMENTS

Applicants must have completed a full four-year course of study in an accredited college or university that meets all of the requirements for a bachelor's degree in accounting; OR a bachelor's degree in another field that included 24 semester hours in accounting; OR an equivalent combination of experience and education that included a minimum of 24 semester hours in accounting. IN ADDITION TO THE BASIC REQUIREMENTS, applicants must have 1 year of specialized experience which is professional auditing experience and is defined as non-routine auditing work that required and was characterized by (1) professional knowledge of accounting; (2) professional ability to apply such knowledge in business or governmental accounting; and (3) positive continuing development of professional knowledge and ability. At least one year of the required experience must have been at a level of difficulty comparable to the next lower grade and must have been at or equivalent to the next lower

grade as listed in the Qualification Standards Operating Manual, Group Coverage Qualification Standard for Professional and Scientific Positions dated August 1994. Substitution of education for experience will be made in accordance with OPM guidelines, as applicable. CANDIDATES MUST MEET TIME-IN-GRADE RESTRICTIONS AND APPLICABLE QUALIFICATIONS REQUIREMENTS WITHIN 30 DAYS OF THE CLOSING DATE OF THE ANNOUNCEMENT.

RATING FACTORS

1. Extensive knowledge of modern auditing principles, practices, procedures and professional standards.
2. Ability to independently plan, conduct, coordinate, manage and report on all aspects of complex economy and efficiency, program results and financial and compliance audits.
3. Ability to supervise several complex audit projects concurrently and to develop and maintain effective audit/client relationships.
4. Ability to effectively communicate both orally and in writing.
5. Ability to supervise and provide technical guidance and leadership to teams of professionals.

APPLICATION PROCEDURES

Applicants must submit the following documentation to be considered for the position:

1. An Application for Promotion or Reassignment (VAF 4078);
2. A current, signed SF-171 "Application for Federal Employment", OF-612 "Optional Application for Federal Employment" (indicate announcement number in Block #1) or a resume that includes all information required by the OF 612;
3. A copy of a current SF-50B, "Notification of Personnel Action", that reflects the change to your current grade/step;
4. A copy of the most recent Annual Performance Appraisal (VAF 3482b) and associated Performance Standards; and
5. Responses reflecting specific examples that demonstrate your possession of the Rating Factors above. Applicants will not receive credit for simply paraphrasing the factors. Bond paper may be used or any appropriate form may be used.

NOTE: Application forms are available at <http://www.va.gov/forms/default.asp>

Applications may be provided via any of the following methods:

Send by regular mail service to:	Send via courier (FEDEX, etc.) to:	Handcarry to:
Department of Veterans Affairs Office of Inspector General (53D3) (Attn: Alex Hawkins) 810 Vermont Avenue, NW Washington, DC 20420	Department of Veterans Affairs Office of Inspector General (53D3) (Attn: Alex Hawkins) 801 I Street, NW Washington, DC 20001	Office of Inspector General (53D3) Room 1160 801 I Street, NW Washington, DC 20001 Attn: Alex Hawkins

APPLICATION RESTRICTIONS, EVALUATION METHODS, AND OTHER GUIDANCE

1. Documents above must be postmarked by the closing date of the announcement.
2. In accordance with 18 U.S.C. 1719 and U.S.C. 3201, use of postage-paid government envelopes for filing job applications is a violation of federal law and regulations. Applications submitted via any government-paid manner not be considered.
3. Reassignment and change-to-lower grade candidates are invited to apply.
4. The candidate selected must complete a one-year supervisory/managerial probationary period (if not already completed).